

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD**  
**VACANCY ANNOUNCEMENT NO. 12-104**

<b>OPEN TO:</b>	<b>In-House Applicants Only</b>	<b>OPENING DATE:</b> June 14, 2012
<b>TITLE:</b>	<b>AID Project Management Specialist (Gender)</b>	<b>CLOSING DATE:</b> June 27, 2012
<b>GRADE:</b>	<b>GRADE: FSN-10 (Rs. 1,971,957 P.A. to Rs. 3,650,401 P.A.)</b>	<b>AGENCY:</b> USAID
<b>Position No:</b>	<b>80395-017</b>	<b>LOCATION:</b> ISLAMABAD

**BRIEF DESCRIPTION OF DUTIES:** The incumbent is located in USAID/Pakistan's Democracy and Governance (DG) Office. The PMS-Gender serves as the Agreement Officer's Technical Representative (AOTR) for the Gender Equity Program (GEP), currently managed by USAID's DG Office. The PMS-Gender performs the full range of program management and analytical responsibilities for the GEP including working cooperatively and collaboratively with the Program's implementing partner, the AURAT Foundation, to define and achieve agreed upon results. The PMS-Gender also plays a central role in monitoring the process of soliciting for, and awarding, GEP sub-grants. Democracy and Governance is a cross-cutting theme within USAID/Pakistan's programs and it is expected that the PMS-Gender will work with the Mission's Assistance Objective Teams in performing consultative, analytical, monitoring, information-gathering, and reporting duties for gender-related, "good governance" components; while ensuring that gender equity, "good governance", issues are identified, considered, and effectively addressed in activity design, implementation, and evaluation.

**QUALIFICATION REQUIRED:**

**EDUCATION:** Bachelor's degree (14 years of education) in in development, public policy, public administration, political science, law or a related field required is required. A subject area focus on gender and development, human rights, and/or democratization is required..

**EXPERIENCE:** A minimum of three years of progressively responsible professional experience in international development organizations is required, with at least one year work directly related to gender issues. Work should have included experience designing and/or implementing development projects and/or training programs on gender-related issues. Experience in program implementation, design, monitoring and evaluation, and other related development activities are required.

**LANGUAGE:** Level IV English (fluent proficiency) Reading/Writing/Speaking in of English and Urdu is required. This may be tested.

**KNOWLEDGE:** An in-depth knowledge of a broad range of Democracy Governance and gender issues or the ability to quickly gain such in-depth knowledge is required. Knowledge of the specific DG and gender issues in Pakistan generally, including gender mainstreaming, gender in development, gender inclusion, gender and Islam, and gender in the Pakistani context is required. Knowledge of the strategies, programs, and working methodologies of other donor agencies (both bi- and multi-lateral) in the DG sector in Pakistan is required. Knowledge of the structure and workings of the USG in Pakistan, including the key agencies represented at post, and a thorough knowledge of issues relating to overall development in Pakistan generally, and its strengths and vulnerabilities.

**ABILITIES & SKILLS:** Work requires excellent computer skills (word, excel, database and spreadsheet, PowerPoint); familiarity with web-based applications and newsletter software is required. Must have demonstrated leadership and communication skills, including excellent writing ability; the ability to compose correspondence in English, prepare reports, and prepare budgets using MS office software; and, excellent verbal communication skills and ability to prepare and make presentations. Strong organizational skills, such as the ability to plan annual events and programs, and set goals, targets, and benchmarks is required. The ability to analyze issues based on reading, discussion, and observation, in order to provide prompt and succinct written and oral recommendations, options, and strategies is required. The ability to take initiative, identify priorities, and manage time and multiple responsibilities effectively, to meet deadlines, and to achieve results in a team-oriented environment is required. An ability to represent and conduct meetings with staff and partner organizations is required.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at [FSNIslamabad@usaid.gov](mailto:FSNIslamabad@usaid.gov). While submitting through email, the Vacancy Announcement Number (e.g. 12-104) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan**  
**U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: June 27, 2012**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.